State of Nevada

Information Technology
Project Oversight Committee (ITPOC)

Standard

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1.0 PURPOSE

To establish the minimum qualifications and selection definition for all Information Technology (IT) project managers in the state of Nevada.

2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing funds when undertaking IT projects.

3.0 EFFECTIVE DATES

The requirements of this standard are effective for all new IT projects beginning FY06/07.

4.0 RESPONSIBILITIES

The Information Technology Project Oversight committee (ITPOC) is responsible for providing oversight to IT projects as described in Section 2.0.

Heads of all Nevada state executive branch organizations are responsible for complying with the minimum qualifications as defined in the State of Nevada IT Project Manager Qualification and Selection Definition.

5.0 RELATED DOCUMENTS

http://gitoc.nevada.gov/document_index.htm - Project
Policy 9.02(B) IT Project Oversight
Policy 9.04(A) Project Management
Policy 9.05(A) Project Planning
Policy 9.06(A) Risk Management
Policy 9.07(A) Project Tracking
Policy 9.08(A) Requirements Management
Policy 9.09(A) Configuration Management
Policy 9.10(A) Project Closeout
Standard 9.03(A) Monthly Cost Schedule Report
Standard 9.11(A) Risk Assessment and Management Report
9F03_Form_Risk Assessment Questionnaire
9F04_Form_Risk Management Worksheet
9F06_Form_Interim Project Review (IPR)
9G01_Guide_ IT Project Manager Qualification and Selection
9G02_IT Project Manager Qualification & Selection Process Flowchart

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6.0 STANDARD

State of Nevada IT project managers are to be qualified for specific projects within 4 project categories:

- **Level I Projects:** IT Projects with a total cost greater than or equal to $50,000 and less than $200,000.
- **Level II Projects:** IT Projects with a total cost greater than or equal to $200,000 and less than $500,000.
- **Level III Projects:** IT Projects with a total cost greater than or equal to $500,000 and less than $5 million.
- **Level IV Projects:** IT Projects with a total cost greater than or equal to $5 million.

The ITPOC may elevate any project to a higher category or include a project under $50,000 if any of the following criteria apply. The project is determined to:

- be critical in nature
- have a major impact on a state organization
- be high risk
- have adverse consequences to the State
- impact multiple geographic areas or users
- be a series of related multi-phased projects with a combined budget that exceeds the thresholds indicated.

The ITPOC may reduce any project to a lower category if the project is low risk or if the project duration is for a short period of time.

An IT project manager is not automatically qualified for all projects within a specific project category. To be qualified to manage a specific project, the project manager must meet the minimum qualification requirements for the project category. Preferred candidates would also possess functional experience and skills as sought by the State agency.

Before a state organization initiates an IT project or changes the appointed project manager, they must:

- Advise the DoIT Project Oversight Unit of their intent to assign, hire, or contract a qualified project manager. No project should begin or continue without a qualified project manager being assigned.
- Notify the ITPOC of the name and start date of the IT project manager assigned to the project. The start date of the project may not predate the start date of the IT project manager.

For Level II, III and IV projects, the DoIT Project Oversight Unit will review the qualifications of the candidates and assist the agency in the interview process. Once a candidate has been selected, the DoIT Project Oversight Unit will advise the ITPOC if the project manager is qualified and the project can proceed. The ITPOC will make the final determination within three business days of notification by the DoIT Project Oversight Unit and advise the agency accordingly.

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Objectives:

- Identify and make recommendations for the qualification and selection of an IT project manager.
- Provide specific criteria that comprise the desired profile of the IT project manager to be assigned.
- Allow the ITPOC to review IT project manager qualifications.

7.0   EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

8.0   DEFINITIONS

8.1   State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions

8.2   Information Technology Project: a temporary endeavor undertaken to realize the expected benefits of an information technology investment resulting in a unique computer, network, telecommunications, or internet based system, service, or product. This does not include:

- projects for ongoing / routine replacement of existing hardware (PCs, routers, servers, etc) and software (upgrades, releases, licenses, etc)

- projects of short duration where (1) vendor or internal involvement is at a minimum, (2) there is only minor component reconfiguration, (3) installation is only within the agency, (4) purchases are internal to the agency (5) the project is transparent to the users.

8.3   Qualified Project Manager: An individual who meets or exceeds the experience and credentials as outlined in the IT Project Manager Qualification and Selection Guide.

Approved By		
Title	**Signature**	**Date**
ITPOC Chair	Signature on File	08/1/05
NV IT Operations Committee Chair	Signature on File	08/2/05
NV IT Strategic Planning Committee Chair	Signature on File	07/27/05
Document History		
Revision	**Date**	**Change**
A		Initial Release